

Residential Construction Projects

A CITIZENS GUIDE TO WESTPORT'S PERMIT PROCESS

*We suggest that you call or stop in each department in the planning process to inquire about what the requirements are for your property and to obtain other useful information that can speed the permit process. **This is only a guide and some requirements will vary.***

What kind of plans will I need?

1. **4 copies of complete building plans** and elevations of proposed work. These plans must be accurate and "to scale." Existing plans may be required in some instances. An Architect or Engineer's Plans may be required.
2. **4 copies of an A-2 Survey showing existing conditions** (less than 10 years old). The survey should include any proposed additions, existing and proposed coverage figures and setback information. A site plan drawn by an architect, together with the A-2 survey, showing the proposed information is acceptable in most cases. The survey must also show areas of wetlands, Waterway Protection Line Ordinance (WPLO) line, contour intervals, the 25 year flood line, the mean high water line and other flood zone information if applicable. Please contact the Planning and Zoning office with any questions as to what is required.

These are plans you may need:

1. **A site plan and drainage calculations prepared by a Licensed Engineer.** This plan indicates how and where the property will store rainwater from roof gutters and driveways. It is required when construction increases total coverage more than 850 sq.ft. on a given property. Increases in coverage include building additions, tennis courts, and driveway enlargements. ***This plan is reviewed by our Engineering Department prior to issuing the zoning permit.*** The plan is implemented on the site during construction. Contact the Engineering Department with questions about specific requirements.

****Increases in coverage less than 850 sq.ft. receive an administrative approval when the zoning permit is issued.**

2. **An Elevation Certificate** prepared by a Licensed Land Surveyor. This may be required for a property located in a flood zone to determine the *Base flood Elevation* on the property and the *lowest floor elevation* of the house.
3. **Septic information.** The Westport-Weston Health District determines if your septic complies with the current codes or needs to be upgraded due to construction. Test hole information, septic "as built," percolation test data, or a full site plan by a licensed engineer may be required to determine compliance. Contact the Health District with specific questions about what is required.

Who do I need to see for permits? And in which order?

This is the order of approvals (remember to bring the 4 copies of plans to start the process).

1. The Historic District Commission (HDC) if your property is located in a Historic District. This approval will require a public hearing. HDC will then issue a Certificate of Appropriateness.

2. The Health District if your property is served by a septic system.
3. The Conservation Department if there are wetlands or the WPLO line is on your property. Bring the health dept. approval and stamped plans with you.

The Planning & Zoning Department for a zoning permit. Bring all signed approvals and stamped approved plans from the other departments with you.

****At this time the P & Z will refer any drainage plans to the Engineering Department for review.**

4. The Building Department for a building permit. Bring 2 copies of the zoning permit and stamped plans (P& Z will give stamped plans to the applicant).

Are there any other permits needed?

1. **Driveway permit.** A driveway permit is required when there is a change in location where a driveway meets the road is made (aka change to a curb cut). This is required prior to issuing a zoning permit for construction. This is issued by the Public Works Department.
2. **Sewer Permit.** A sewer permit is required prior to a house connecting to the Town sewer system. The permit must be issued prior to issuing a zoning permit for construction. This permit is also issued by the Public Works Department.

What about all of the Hearings I read about in the newspaper?

Public Hearings may also be required prior to the issuance of these approvals due to the property's location or specific characteristics of or on the property.

Do I need appointments for permits?

Yes, each department varies as to when appointments are taken but they are generally in the morning. Please call each department. (Phone numbers and addresses for each are listed below)

Are there fees at each department?

Yes, each department has its own fee schedule and payment is required prior to issuance of an approval. Check or cash is accepted.

How do I contact these departments?

- | | | |
|------------------------------------|----------|--|
| • Historic District Commission: | 341-1111 | Town Hall, 110 Myrtle Avenue, Room 310 |
| • Westport/Weston Health District: | 227-9571 | 180 Bayberry Lane, Westport |
| • Conservation Department: | 341-1170 | Town Hall, Room 206 |
| • Planning & Zoning Department: | 341-1030 | Town Hall, Room 203 |
| • Public Works Department | 341-1120 | Town Hall, Room 210 |
| • Engineering Department | 341-1120 | Town Hall, Room 211 |
| • Building Department: | 341-5025 | 515 Post Road East (2 nd floor of Fire Station) |